



## 2006 Beginning Workshop by Track

<b>Director/Administrator</b>	<b>Front-line Staff</b>
Library Law	Library Law
Board & Director Roles	Handling Difficult Patrons
Fiscal Control – budgets, audits, taxes, etc.	Reference
Funding – millages, grants, foundations, etc.	Youth Services
Records Retention & Disposal	Teen Services
PR & Marketing	MeL
Advocacy – national, state, and local	Circulation Services
Managing Technology	Technology Basics
QSAC	Collection Development
Personnel – hiring, evaluations, training, firing	Customer Service
Tips & Tricks Q&A session	Tips & Tricks Q&A session
Friends of the Library	Certification & Continuing Education
Adam Mellema, Storyteller	Adam Mellema, Storyteller
<b>LibraryU Courses</b>	<b>LibraryU Courses</b>
Directors ASK!	Readers Advisory Services
Dealing with Angry Patrons	Weeding the Library Collection
Keeping it Simple: Developing a Marketing Plan	Dealing with Angry Patrons
Web-Based Training & Staff Development	Merchandising that Works
Master of Disaster: Developing a Disaster Plan	Planning Story Times for Children
Budgeting Basics	MARC in your Library: An Introduction to MARC 21
Developing Motivating Messages for Your Library	Web-based E-mail for Beginners

You will receive instructions for accessing LibraryU courses upon registration for the workshop. To check out LibraryU, visit <http://learning.libraryu.org/home/>.

***Please note that you must select one track and attend only the courses provided in that track.***